

Village of Montgomery

133 Clinton Street
Montgomery, NY 12549

Application for Use of Community Facilities

Today's Date: _____ Date(s) Requested: _____

Name of Individual or Organization: _____

Mailing Address: _____

Telephone: (day) _____ (night) _____

Facility Requested: _____

Time: from _____ to _____ Supervisor in charge _____

Purpose of Use: _____ Number of persons: Adults: _____ Children: _____

Is material or equipment required from municipality? Yes _____ No _____

#Tables: _____ # Chairs: _____ is an admission fee charged: Yes _____ No _____

Rental Fee Schedule:

____ • Senior Center – 36 Bridge St.

Non-Resident	\$600	Date/Amt. Paid: _____
Village Resident/ Village Business/ Non-Profit	\$400	_____
Clean-up Deposit	\$250	_____

(\$100 Deposit upon booking event & Balance and Clean up deposit are due 14 days prior to event)

____ • Recreation Center - 60 Bachelor St.

Non-Resident	\$175	Date/Amt. Paid: _____
Village Resident, Non-Profit	\$125	_____
Clean-up Deposit	\$125	_____

(\$50 Deposit upon booking event & Balance and Clean up deposit are due 14 days prior to event)

MAIL CLEAN UP DEPOSIT TO: _____ **OR PICK UP:** _____
If different than address above *Initial*

AFTER 9:00 PM "NO" REPETITIVE BOOMING LOUD MUSIC OR SOUNDS AND USE A LOWER DECIBEL UNIT OF SOUND PROJECTION (VERY SOFT MUSIC). ABSOLUTELY NO MUSIC AFTER 10:00 PM, AND CLEAN-UP DONE BY 11:00 PM. NO HELIUM BALLOONS ARE PERMITTED.

AGREEMENT

The undersigned is 21 years of age or more and has read this form and attached regulations and agrees to comply with them. He or she agrees to be responsible to the Village of Montgomery for the use and care of the facilities. He or she, on behalf of _____, does hereby covenant and agree to defend, indemnify and hold harmless the Village of Montgomery from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Municipality's property, facilities and/or services by Organization.

Signature of Individual/Organization's Representative: _____

_____	_____	\$
Village Official Authorizing refund of clean up deposit,	Date	Amount

**VILLAGE OF MONTGOMERY
COMMUNITY FACILITY RENTAL**

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Village of Montgomery, 133 Clinton St., Montgomery, NY 12549
Attn: Village Clerk's Office (Ph: 845-457-9661, ext. 201)

The use of all Municipal facilities shall be subject to the approval and rules administered by the Board of Trustees:

1. Organizations wishing to use municipal facilities shall first apply to the Village Office on the prescribed form. The Village Board has final authority of approval on rentals.

2. Illegal drugs shall not be brought onto municipal facilities at any time.

3. Alcohol is allowed by permission only - a temp liquor liability shall be obtained & Liquor Legal shall be procured. The user, other than a homeowner for a personal party event, must provide liquor legal, naming the Village as Additional Insured, Indemnify and hold the Village harmless, waive subrogation rights and it must be in writing.

4. All posted rules must be adhered to.

5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

6. Organizations and individuals using the facilities, including the kitchen, must clean up afterwards or deposits will not be refunded. Items stored in kitchen cabinets are **not** for renter's use. Please bring your own cleaning supplies. Garbage is to be bagged and placed outside of the kitchen exterior door in the trash receptacles. **Clean-up deposits will be returned within five (5) business days upon inspection by village.**

7. In the event of an accident, please notify the Village office the next business day.

8. All events must end no later than 10:00 PM and clean up done by 11:00 PM. Any organization/individual with youth under 18 years old requires the presence of adequate adult supervision at all times. Events for children 17 years of age and under must be over by 8:00 PM. Please be courteous and respect our neighbors at all times.

9. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. No decorations are to be attached to walls, no tacks, no tape, etc. Please do not raise or lower window shades.

10. Keys to facility – contact Village Clerk's Office during business hours 8:30 am – 4:30 pm. Keys must be returned next business day. **All doors must be locked and lights turned off when leaving.** (Must pull on door(s) to make sure they are locked before leaving).

**VILLAGE OF MONTGOMERY
COMMUNITY FACILITY RENTAL**

11. Emergency phone number for the police station and fire department is 911. Non-emergency phone number for Police Department is 457-3935. A public telephone is located outside the police station at 65 Bachelor Street; the appropriate authority must be contacted in case of an emergency.

12. Permits may be revoked at any time.

13. Use of facility audio/TV equipment is **prohibited** unless prior approval is granted. If audio/TV equipment is used without prior approval, deposit will be forfeited.

14. Deposits are required in case clean up or adjustment of audio equipment is necessary.

15. Cancellation policy - In the event you book facility and cancel less than 48 hrs of event the \$100 deposit will be held.

16. When required, users must provide the following insurance prior to using facility:

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

A. The user hereby agrees to effectuate the naming of the Village of Montgomery 133 Clinton Street, Montgomery, NY 12549 and Senior Center, 36 Bridge St, Montgomery, NY 12549 **or** Recreation Center, 60 Bachelor St., Montgomery, NY 12549 an unrestricted "Additional Insured" on the user's policy

B. Contain a 30-day notice of cancellation

C. The user agrees to indemnify the municipality for any applicable deductibles

D. Enclose a copy of the endorsement providing additional insured status

E. Required insurance:

Insurance description must include the event, dates, times –

Commercial General Liability Insurance:

– \$1,000,000 per occurrence/ \$1,000,000 aggregate

If alcohol is served it must list that they have "off premise" liquor liability and the bar server should be TIPS certified

Individuals Homeowners Insurance:

– Liability \$500,000 limit of liability

Policy shall not exclude the off-premises activities of the insured

F. User acknowledges that failure to obtain such insurance on behalf of the Village of Montgomery constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

CERTIFICATE OF INSURANCE FOR RENTAL OF VILLAGE OF MONTGOMERY FACILITIES

Certificate of Insurance for renting of the Senior Center:

In the description it should read as follows:

1. Listing the Village of Montgomery as **Additional Insured**
 - <https://www.theeventhelper.com#Jqqoe>
2. Location: Senior Center 36 Bridge Street, Montgomery, NY 12549
3. Date of the rental, Time of the event, and the purpose.
4. Resident policy amount: \$500,000
5. Corporate policy amount: \$1,000,000

The CERTIFICATE HOLDER is to read as follows:

6. Village of Montgomery
133 Clinton Street
Montgomery, NY 12549
-

Certificate of Insurance for rental of the Recreation Center:

In the description it should read as follows:

1. Listing the Village of Montgomery as **Additional Insured**
 - <https://www.theeventhelper.com#1ygnKy>
2. Location: Recreation Center 60 Bachelor Street, Montgomery, NY 12549
3. Date of the rental, Time of the event, and the purpose.
4. Resident policy amount: \$500,000
5. Corporate policy amount: \$1,000,000

The CERTIFICATE HOLDER is to read as follows:

6. Village of Montgomery
133 Clinton Street
Montgomery, NY 12549
-

You can leverage the links above from The Event Helper insurance company – when you are seeking insurance coverage for liability and if serving liquor – liquor insurance is also required.